

Accounting Specialist

Location: Grandview, MO

Department: Administrative

Schedule: In-Person

Classification: Non-Exempt

Reports To: Controller

About the Role

We are seeking a detail-oriented and reliable **Accounting Specialist** to support our day-to-day accounting operations. This position plays a key role in accounts receivable, accounts payable, invoicing, bank reconciliations, and general administrative support. The right candidate will be comfortable interacting with customers, vendors, and internal teams while maintaining accurate financial records and organized workflows.

If you enjoy a mix of accounting responsibilities, problem-solving, and helping keep office operations running smoothly, this could be the perfect opportunity for you.

Key Responsibilities

Accounts Receivable (A/R)

- Prepare and send customer invoices with accurate pricing, quantities, and documentation
- Apply customer payments (ACH, checks, wires, credit cards)
- Research and resolve discrepancies in customer accounts
- Monitor aging reports and follow up on past-due invoices, including collection calls
- Communicate with customers regarding billing or account questions
- Maintain updated customer information and account statements

Accounts Payable (A/P)

- Review vendor invoices for accuracy and coding
- Process weekly payments (checks, ACH, credit cards)
- Maintain vendor master data, including compliance documentation and W-9s
- Reconcile vendor statements and resolve discrepancies
- Match invoices to POs and receiving documentation and secure approvals
- Maintain organized A/P files for audits and 1099 reporting
- Communicate with vendors regarding payments and account inquiries

Invoicing & Sales Tax

- Generate timely and accurate customer invoices
- Work with internal teams to gather supporting documentation
- Ensure proper sales tax application based on jurisdiction and product/service
- Maintain tax exemption certificates

- Review monthly, quarterly, and annual sales/use tax filings

Banking & Reconciliation

- Support fund transfers and prepare urgent disbursement checks
- Perform regular bank reconciliations
- Submit credit requests
- Reconcile bank and credit card accounts daily or weekly
- Track and resolve outstanding checks with customers and vendors

General Accounting Support

- Assist with sales tax filings
- Maintain organized files for A/R, A/P, and expense reports
- Support routine accounting tasks and special projects

Administrative & Office Support

- Answer incoming calls and monitor shared inboxes
 - Provide general office support and assist with scheduling and documentation
 - Support department leaders with communication and administrative tasks
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Skills & Competencies

- High accuracy in financial data entry and reconciliation
 - Strong communication skills for working with customers and vendors
 - Problem-solving mindset for resolving discrepancies and missing documentation
 - Ability to maintain confidentiality of sensitive financial data
 - Proficiency with SAP, Salesforce, Microsoft Office (especially Excel), and online banking portals
 - Strong time management skills and ability to meet recurring deadlines
 - Analytical thinking and ability to identify sources of accounting variances
 - Strong organizational skills and ability to maintain audit-ready files
 - Adaptability to work across multiple systems and changing processes
 - Reliability and ability to work independently with minimal supervision
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Qualifications

- Associate degree in Accounting, Finance, or related field (or equivalent experience)
- 2–4 years of experience in accounting operations
- Strong attention to detail and ability to handle high-volume numerical tasks
- Excellent written and verbal communication skills
- Proficiency with spreadsheets and accounting software
- Ability to work both independently and as part of a small team

Work Environment & Requirements

- Office environment with quiet to moderate noise
- No travel required
- Ability to lift up to 10 pounds occasionally
- Ability to read and interpret financial documents in English
- Ability to write clear, professional communication
- Strong mathematical skills for common accounting calculations
- Ability to analyze problems, collect data, and identify solutions

ADA Statement

We are committed to making reasonable accommodations to enable individuals with disabilities to perform the essential functions of this job. If you require accommodation during the application or interview process, please contact Human Resources.